

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO 09128-4209

STAFF MEMORANDUM
NUMBER 5-37

13 February 1997

ADMINISTRATIVE MATTERS

Commander in Chief, U.S. European Command Historical Report

1. Summary. To set forth the requirement, responsibilities, and procedures for the preparation and submission of an historical record of the activities of the Commander in Chief, U.S. European Command (USCINCEUR) to the Director for Joint History.

2. Applicability. This Memorandum applies to all USEUCOM directorates/staff offices and subordinate elements.

3. Internal Control Systems. This Memorandum contains no internal control provisions.

4. Suggested Improvements. ECCS-H is the proponent for this directive. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECCS-H, Unit 30400, Box 1000, APO AE 09128.

5. References.

a. CHAIRMAN OF THE JOINT CHIEFS OF STAFF MEMORANDUM OF POLICY NO. 62, GUIDANCE FOR THE JOINT HISTORY PROGRAM, 1st Revision -- 23 November 1992 (to be reissued as a Joint Staff Instruction).

b. MEMORANDUM OF UNDERSTANDING: Between the U.S. European Command History Office (ECCS-H) and The Army Knowledge Network Directorate (AKN), Fort Leavenworth, Kansas, Subject: Disposition of USEUCOM Historical Records, 8 March 1996.

6. General.

.....a. The purpose of the requirement is to ensure the production of an accurate, thorough and objective record of the activities of the Commander in Chief, U.S. European Command (CINCEUR) -- with particular emphases upon headquarters activities and joint/contingency operations. The CINCEUR

Historical Report, the only continuing record of significant events within the Headquarters, U.S. European Command (HQ USEUCOM), comprises the Command's institutional memory. It is

submitted to the Director for Joint History in accordance with the reference cited at paragraph 2a.

b. Composed of individual monographs and annotated chronologies which cover CINCEUR tours of duty, the historical report is published electronically on the classified HQ USEUCOM Home Page (SIPRNET), as well as in the textual format required by the reference cited at paragraph 2a. It is a unique and ready resource for planners and policy makers both within and outside of HQ USEUCOM. Based upon primary sources generated by HQ USEUCOM, it is also an important source for research and analyses. Accuracy and quality are therefore of particular importance.

7. Responsibilities.

a. The Command Historian, with the assistance and advice of the Command Group and the Directors/Office Chiefs, is responsible for collecting, arranging and archiving the source documents in the HQ USEUCOM Operational Archives.

b. The Directors/Office Chiefs are responsible for preparing and submitting to the Command Historian, information papers on those activities for which they have staff responsibility (e.g. operations, planning, logistics and administration). Directors and Office Chiefs are encouraged to appoint an "in-house historian," to document significant events as they occur.

c. To obtain information required from the CINCEUR, the Deputy USCINCEUR (DCINC), and the Chief of Staff, as well as any additional information required to complete the historical report, the Command Historian will consult directly with the office concerned. In order to supplement the written record, the Command Historian will also conduct oral history interviews with individuals who played key parts in USEUCOM activities.

d. The Command Historian is responsible for the consolidation and organization of all information received, and for the preparation of the historical report. The Command Historian is furthermore responsible for retiring the source documents to the nation Archives and Records Administration (NARA) via the Army Knowledge Network (AKN) Directorate, as outlined in the memorandum of understanding (MOU) at paragraph 2b, when they are no longer required for operational use.

8. Procedures. At the conclusion of each CINCEUR tour of duty, the Command Historian will request Directors/Office Chiefs to provide information papers on the significant events which occurred during the CINCEUR's tour. If two or more Directorates/Staff Offices shared responsibility, each will describe that portion of the activity for which it was responsible. Action officers are well-qualified to identify topics and prepare information papers, as working files frequently contain summary sheets or copies of background briefings. While no particular format or outline is prescribed for the information papers, the following guidelines are offered.

a. Selection of Information Paper Topics. A distinction should be made between significant activities and routine matters. Equal coverage of both major and minor matters obscures the more significant events. Focus upon those matters which document the Directorate/Office's major missions.

b. Contents of Information Papers.

(1) Each information paper should succinctly (i.e. from CINCEUR's perspective) explain the: whom, what, when, where, how and why. Highlight changes in mission, requirements, procedures, and organization. Pay particular attention to the degree of success attained and to the problems and difficulties encountered. Answer the following question: What is the relationship of this program to the overall USEUCOM mission?

(2) When describing new actions, programs, or policies provide sufficient background data to enable the reader to understand the rationale for adoption, plan for implementation, and intended effect. Update ongoing topics to reflect significant developments. Avoid the use of specialized jargon, give definitions for technical terms, and spell out abbreviations and acronyms the first time they appear in the narrative. The information presented should be understandable to a person unacquainted with the circumstances and events.

c. Footnotes and Documentation. The information paper should serve as a roadmap to the source documents. The source of the information reported will be indicated by a reference to the document or the message in which it is contained. This does not mean that every message or paper connected with the subject needs to be cited, but that the information included in the paper should be available in the documents that are cited. The identification of the source document(s) will be made in

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parentheses following the reference . All references will include the security classification, type of document (e.g. letter, memorandum, situation report, intelligence summary, etc.), origin and date. For example:

([UNCLASSIFIED] Special SITREP, AMEMBASSY [American Embassy] Cleveland to SECSTATE [Secretary of State]. This MSG [message] was distributed by the Joint Staff to a wider audience [DTG 011600Z JAN 97])

([SECRET] Execute Order [EXORD], US Commander-in-Chief [USCINCEUR], 241205Z JAN 97. Text used is unclassified.)

d. Method of submission. Information papers will be submitted via the HQ USEUCOM Secret Local Area Network ("S/LAN") or on floppy disc (WORD format) -- depending upon security classification. They may be submitted on a case-by-case basis as soon as they are completed, but not later than the suspense date. Each information paper will identify the Directorate/Staff Office and the name, S/LAN address and telephone number of the person who prepared the paper.

e. Classification. The information papers should be classified according to content, up to and including TOP SECRET. Information papers including special intelligence information requiring special clearances will be submitted as separately bound annexes.

f. Technical guidance. Members of the staff are encouraged to consult the Command Historian regarding any questions that might arise.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

13 February 1997

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